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Chief, Fiscal Division

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Management Staff

Recommendations to limit voucher processing
procedures by FPB clerks

1. It is recommended that the processing action by the
Fiscal Processing Branch clerks be confined to the following
factors only:

a. Checking for needed certification.

b. Initiate the necessary action to secure documents
and/or certifications needed to complete vouchers in
preparation for audit.

c. In the assembly of associated documents (Purchase
Orders, Receiving Reports, etc.) the activity of FPB clerks
should be confined to routine identification of documents
involved. No attempt should be made to check, verify or
compare individual listed items. Such action is an
encroachment upon the audit duties of the Claims Branch
and serves no purpose at this point in the processing
procedure. It is merely a duplication of effort and a
delaying factor.

2. It is believed that when the full effect of the new
voucher procedure is felt, plus the benefits derived from other
routine changes that have been initiated in and out of the Fiscal
Division, and the curtailing of the processing action by FPB clerks,
the personnel ceiling for the Fiscal Processing Branch can be lowered
from 12 to 9 slots. In view of this conclusion, it is recommended
that at least one and possibly two qualified personnel be transferred
to the Claims Branch to assist in the reduction of the current back
log and assure keeping abreast of the daily flow of work without
the necessity of overtime.

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